

Dundee Township Public Library District
Board of Trustees Meeting
Monday, February 11, 2008
7:00 p.m.

Dundee Township Public Library Community Room
555 Barrington Avenue
East Dundee, IL 60118

President Jennifer Blessman called the meeting to order at 7:00 p.m.

ROLL CALL: All seven trustees were present: Jennifer Blessman, Carrie Brecke, Liz Gade, Lenore McDonald, Cheryl Nunn-Thompson, Marge Skold, and Mary White. Library Director Elisa Topper was present. Audience attendance included: Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Eleanor Mamayek, Karin Nelson, Joyce Nielsen, Larry Odgers, Pam Odgers, Pat Paulson, Larry Pepper, Jim Schuldt, John Schuldt, Joe Schuldt, and Kathy Shrum.

AUDIENCE PARTICIPATION: None

CONSENT AGENDA:

- A. Minutes of January 14, 2008, Board of Trustees: (some miscellaneous typographical corrections were made).
- B. Minutes of January 14, 2008, Executive Session, Board of Trustees.
- C. Financial Report & Payment of Bills, January 2008: total disbursements for the month were \$177,794.99.

Motion: Gade moved to approve the consent agenda with the noted corrections. Blessman seconded the motion, and it carried by roll call vote (aye-Blessman, Gade, McDonald, Skold, White; abstain-Brecke, Nunn-Thompson).

ACTION: RESOLUTION 08-03 – BANK DEPOSITORIES

Gade explained that the funds would be moved to whichever bank provides the best rates.

Motion: Gade moved to approve the First American Bank, Park National Bank, and Illinois Public Treasurers Investment Pool for deposit of funds. After a second by Skold, the motion carried by unanimous roll call vote.

ACTION: LANDSCAPE MAINTENANCE CONTRACT

Nunn-Thompson reported that Big Timber Landscaping had been used for the past five years and that there had been some dissatisfaction with customer service. Proposals from Big Timber, Trinity, and Tom's (from Kingston) were reviewed. Trinity (\$5,800) and Tom's (\$5,500) were comparable; however, Trinity had done some work recently at the library and their proposal was more comprehensive (providing service from April 1 thru Nov. 30). **Motion:** Nunn-Thompson moved and Gade seconded to approve the Trinity landscape maintenance contract. The motion carried by unanimous roll call vote. Trustee Skold encouraged the library director to communicate with the landscaping company.

ACTION: APPOINT COMMITTEE TO REVIEW CLOSED MINUTES

Motion: Gade and McDonald moved and seconded to appoint Gade and Blessman as the committee to review closed minutes. The roll call vote was unanimously in favor.

ACTION: TOWNSHIP LEASE

Blessman noted that upon advice from the attorney, this item will be moved to XVI on the agenda and covered during Executive Session.

ACTION: CHANGES TO POLICY MANUAL II

The recommendations made by Skold in order to separate policy from procedures were reviewed. Various minor changes were made. **Motion:** Blessman moved and Nunn-Thompson seconded to approve the changes as presented, pending attorney approval. The motion carried by unanimous roll call vote.

COMMITTEE REPORTS:

Physical Facilities: Nunn-Thompson stated that the committee had met and reviewed the landscape maintenance proposals. She added that improvements have been made to the cleaning service's performance following a meeting with the company.

Administrative: Blessman said that they met and the agenda was developed.

Finance: Gade has met with representatives from Park National (formerly Cardinal Savings) and First American Bank. New paperwork for account signers will need to be completed for Park National. Gade and Topper met to go over the paperwork.

Foundation: Topper said there is one more form to be completed with the pro-bono attorney on Thurs., Feb. 14. A bequest from the Pat Ostewig estate has been made to the Library Foundation. Elisa said that she needs to contact the people on the foundation committee to see if they want to continue.

Personnel: Topper thanked the staff for the recent move that went smoothly and that dividers and other needed furnishings will be ordered.

PRESIDENT'S REPORT:

Blessman circulated a thank-you note from Fine Line Creative Arts Center for the \$50 donation made by the library in memory of Pat Ostewig. A new copy of *Illinois Library Laws and Rules in Effect 2008* has been received, and all trustees received copies of *Financial Manual for Illinois Public Libraries*, published by the Illinois Libraries Association.

DIRECTOR'S REPORT

Topper gave the following report:

- The library was once again featured in the Dundee Journal.
- The merge of the reference and media departments went smoothly.
- The Pearson family's donation for children's picture books has been received (in memory of their daughter).
- The department heads will start working on the long-range plan on Feb. 14 in their department meeting.
- Information is being gathered for the NIU research team.

BOARD DEVELOPMENT

Library Demographics: Jeanne Etling, circulation head, reviewed the list of demographics and pointed out the displayed library district map. In response to a question from Skold, Topper said that there is a people counter on the security gates.

2008 Legislative Breakfast: Mon., Feb. 18, 8:30-10:30 a.m., Arboretum Club in Buffalo Grove. Topper and White will attend.

Friends Meeting Overview: Blessman noted that since a Board of Trustees recap is given at the Friends meetings, it would be good to have a Friends recap for the Board. Library staff member Pat Paulson reported that there were new members at the last Friends meeting and that the Second Grade visits are going well. Brecke will try to attend the February Friends meeting; McDonald will attend in March.

QUESTIONS & ANSWERS

As per instructions from the attorney, Blessman asked that in the minutes in addition to the number of votes cast for a motion, a list of names be included – ayes, nays, abstentions. It was noted by Nunn-Thompson that the Fox Lake referendum passed.

EXECUTIVE SESSION:

Motion: Gade made a motion to move to Executive Session for personnel and legal issues. Nunn-Thompson provided the second. The roll call vote was unanimous, and the motion carried. The meeting adjourned to Executive Session at 7:48 p.m.

Blessman called the regular meeting back to order at 8:22 p.m.

Motion: Nunn-Thompson moved to follow the recommendation of our attorney against filing an appeal of Judge Nottolini's decision of January 17, 2008, concerning the ownership of the Library District's building and validity of the Library District-Township lease. Brecke seconded the motion, and it carried by unanimous roll call vote.

Motion: Skold moved to direct the attorney to meet and confer with the Township attorney to determine how the two entities can reach agreement about the lease and future financial relationships. Brecke seconded the motion, and it carried by unanimous roll call vote.

ADJOURNMENT:

Brecke and Skold moved and seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:30 p.m.

Mary E. White
Board Secretary